

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee and the Finance Committee of the Dodge County Board of Supervisors held on Tuesday, July 18, 2017 at 9:00 a.m. in meeting Room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Becky Bell, Human Services and Health Director.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Duchac to approve the regular session minutes of the July 3, 2017 meeting as well as the special session minutes of the June 27, 2017 and July 11, 2017 meetings of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried.

Hinze requested consideration of a one (1) percent wage increase effective July 1, 2017 for the Staff Psychiatrist/Medical Director and Staff Prescriber/RN Practitioner at Human Services and Health Department. Hinze noted that both positions are not on the Dodge County Labor Structure. Bell supported the request.

Motion by Greshay to approve a one (1) percent wage increase effective July 1, 2017 for the Staff Psychiatrist/Medical Director and Staff Prescriber/RN Practitioner at Human Services and Health Department. Second by Schmidt. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Legal Secretary I	Corporation Counsel
One (1) Account Clerk II	Highway
One (1) Human Resources Specialist (Clearview)	Human Resources
One (1) Counselor I, II or III Case Manager Mental Health	Human Services
One (1) Economic Support Specialist	Human Services

Motion by Schmidt to approve the Personnel Requisitions. Second by Frohling. Motion carried.

Mindemann presented a Medical Leave of Absence for consideration for an employee with Physical Facilities for 6/22/2017-08/04/2017. Mindemann stated supporting documentation was submitted.

Motion by Schmidt to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – Kelsey Knaup, Deputy Sheriff Patrol, Sheriff, \$29.51, SSU04, 4M30, 07/20/2017; Kasey R. Young, Deputy Sheriff Patrol, Sheriff, \$28.69, SSU04, 2M06, 07/09/2017. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – None. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. RECLASSIFICATION – Kyle Opetz, Corporal Jail, \$28.09, DC06, ST13B – shift change 2nd to 1st, 07/13/2017. STEP INCREASE – Ross M. Winklbauer Jr., Project Assistant, Finance, \$23.31, DC06, ST05, 07/05/2017; Mitchell S. Johnson, Utility II / Truck Driver West, Highway, \$18.94, DC04, ST05, 07/06/2017; Steven A. Edwards, Audit Compliance Officer, Human Services, \$25.15, DC06, ST09A, 06/18/2017; Emily A. Jorgensen, Psychiatric Therapist II – Clinical Services, Human Services, \$27.58, DC09, ST02, 07/05/2017; Gillian T. Kohlhoff, Social Worker II – CPS Investigator Intake, Human Services, \$26.54, DC07, ST07B, 05/24/2017; Sara R. Mills, Disability Benefit Specialist III, Human Services, \$24.60, DC07, ST04, 06/26/2017; Kelly J. Phelps, Social Worker II CPS Ongoing, Human Services, \$25.25, DC07, ST05, 06/27/2017; Sandra H. Grosenick, Chief Deputy Register of Deeds, Register of Deeds, \$21.12, DC05, ST05, 07/06/2017; Samantha L. Laughlin, Jail Sergeant, Sheriff, \$30.53, DC08, ST09B, 07/07/2017; Dale W. Marks, Communications Technician, Sheriff, \$26.00, DC06, ST10A, 07/01/2017; Mark J. Schwartz, Jail Sergeant, Sheriff, \$31.28, ST11A, 06/17/2017; Ann L. Hammann, Chief Deputy Treasurer, Treasurer, \$22.48, DC05, ST08A, 07/01/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

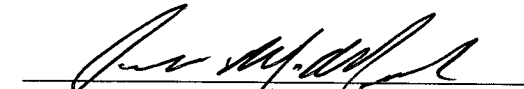
- a) Hinze asked the Committee if they would like a summary of reasons for leaving for resignations and retirements at each Committee meeting. It was the consensus of the Committee for Hinze to provide a summary.
- b) Hinze notified the Committee that funds are set aside for health insurance consultation services and may request a carryover to 2018. Hinze also stated that she did not foresee many major changes to the 2018 Human Resources budget.
- c) Hinze suggested rescheduling the August 15, 2017 until after the M3 meeting. It was the consensus of the Committee to reschedule the August 15, 2017 meeting to August 17, 2017 at 3:00 p.m.

Future Agenda Items: Health Insurance

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are **Tuesday, August 1, 2017 and Thursday, August 17, 2017 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 9:25 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.